

[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[GST Authority Name]
[GST Office Address]
[City, State, Zip Code]

Subject: Application for GST Refund

Dear [GST Authority Name/Officer's Name],

I am [Your Name], the authorized representative of [Your Business Name], holding GST registration number [Your GST Number]. We are writing to formally apply for a refund of Goods and Services Tax (GST) for the period of [mention the period] due to [briefly explain the reason for the refund, e.g. excess input tax credit, export of goods/services, etc.].

The details of the refund are as follows:

1. ****GSTIN****: [Your GST Number]
2. ****Period of Refund****: [Start Date] to [End Date]
3. ****Amount of Claim****: [Amount in Rs.]
4. ****Reason for Refund****: [Clearly state the reason]
5. ****Supporting Documents****:
 - Copy of GST Returns for the specified period
 - Invoice details
 - Bank statement (if applicable)
 - Any other relevant documents

We appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or clarification required.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Designation]
[Your Business Name]